**JOB DESCRIPTION**

**Children’s & Joint Commissioning Services**

**JOB TITLE:** Specialist Higher Level Teaching Assistant

**DIVISION:** Education

**GRADE:** Band 9 (16 hours, term time only – wage pro-rata)

**RESPONSIBLE TO:** Specialist Senior Educational Psychologist

**POST REFERENCE:**  106913

**Purpose of Post**

Provide Outreach Support to parents and practitioners, meeting the needs of young children (0-6 years) with complex, special and/or additional learning needs especially social and communication difficulties/Autism Spectrum Disorder.

**Key Relationships**

All work is requested and supervised by educational psychologists. Practitioners will work with parents and carers and liaise with a very wide range of professionals supporting children and families, including school and daycare staff, childminders, speech and language therapists, physiotherapists, family support workers, care coordinator and social workers.

**Main Duties and Responsibilities**

Under the guidance and direction of a Specialist Senior Educational Psychologist and Educational Psychologists the specialist outreach practitioner will:

* Advise on strategies and resources to meet individual needs at home and/or in school/care setting
* Work with individual children and/or groups of children to model good practice for parents, Teaching Assistants or other professionals
* In collaboration with parents/carers, staff and other professionals, assist educational psychologists in the process of identifying individual needs and appropriate intervention, monitoring and recording progress
* In consultation with an educational psychologist, provide verbal or written information to contribute to assessments and reviews
* Where appropriate, attend and contribute to meetings
* Contribute to training aimed primarily at parents and TAs such as NAS EarlyBird Plus and develop and deliver workshops.
* Develop positive working relationships with other professionals to increase consistency and continuity and avoid duplication of services
* Contribute to person-centred planning and seek opportunities to raise awareness and promote inclusion for children with special educational needs and disabilities
* Develop and trial activities to promote peer support amongst parents and professionals in the community
* Be available and flexible to meet the needs of the families (Out of hours phone call)

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

**Date – 14.05.2020**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**